

### When Type of Action = C/E

Follow these steps to maintain the position number on a position that's being converted from civil service to exempt on the Position Track 1 panel when Type of Action = C/E. (Completion of the Position Track 2 panel is not required.)

*Note: The C/E action and the initial exemption action can be processed simultaneously. However, you are not able to complete the C/E action until the initial exemption action has been completed. The effective date of a C/E action is the same effective date as the initial exemption of the position.*

Tracking for the C/E action is required. Tracking of the initial exemption action continues to be optional.

**Manage Positions - Use - Position\_Tracking**

Start File Edit Use Inquire Setup Report SOH Rpts View Help

Position Track 1 | Position Track 2 |

**Position Number:** 00110881

**Effective Date:** 01/01/2001 **OrgCode:** 0000000000 State of Hawaii

**Reason Code:** NEW **Status:** A Active

**Job Code:** 01036 **Job Title:** Clk Typ 2 **Bargaining Unit:** 03 WC, NS **Salary Plan/Grade:** 03 SR08 **BU Exclusion:**

**Authorized Job Code:** 01036 **Job Title:** Clk Typ 2 **Authorized BU:** 03 WC, NS **Authorized Salary Plan/Grade:** 03 SR08 **Auth BU Exclusion:**

**Type of Action:** C/E \* **CS to EX** **Req. Recvd Date:** 03/27/2001 **Action Effdt:** 04/01/2001

**Mandated Action:** \* **SF-1:** 03/29/2001 **Dept. Classifier:** ABC **HRD Classifier:**

**Requested Level:** \* **Sal Plan/Gr:** \* **Requested BU:** \* **Requested BU Exclusion:** \* **Brightline:** \*

**Approved Level:** \* **Sal Plan/Gr:** \* **Approved BU:** \* **Approved BU Exclusion:** \* **Brightline:** \*

[Position Track 1] [Update/Display All]

Step	Field	Action
1		Click on the Update/Display All button and a dialog box will appear. Enter the position number in the <b>Position Number</b> field and click OK.
2		In the Position Track 1 Panel, hit tab to get into the Type of Action field.
3	Type of Action	Click on the Insert Row button or hit F7 to insert a row.
4	Type of Action	Enter or select <b>C/E</b> from the drop-down box in the <b>Type of Action</b> field. This is a required field. Tab to the next field.
5	Req. Recvd Date	The system will default the current date in the <b>Req. Recvd Date</b> field. If this is not the date the request was received or initiated at the Departmental Personnel Office, enter the correct date. This is a required field. Tab to the Action Effdt field.

6	Action Effdt	<p>Enter the effective date of the action in the <b>Action Effdt</b> field.</p> <p>NOTE: The effective date for the C/E action is the same date as the effective date for the initial exemption of the position.</p>
7	SF-1	Enter the date the SF-1 is signed by the Department Head or authorized representative in the <b>SF-1</b> field.
8	Dept. Classifier	Enter the initials of the department classifier assigned to the action in the <b>Dept. Classifier</b> field.
9		<p>Click on the Save button to save the record.</p> <p><b><u>DO NOT CONVERT</u></b> CIVIL SERVICE POSITIONS UNTIL THE INITIAL EXEMPTION ACTION HAS BEEN COMPLETED.</p> <p><b><u>Key Position Data fields affected by C/E conversion:</u></b></p> <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• Exempt/Civil Service Radio Buttons: Change from Civil Service to Exempt.</li> <li>• Job Code: Change from Civil Service Job Code to Exempt Job Code.</li> <li>• Action Reason: Change from UPD to EI.</li> <li>• Authorized Level: Change from Civil Service Job Code to Exempt Job Code.</li> <li>• Authorized Effective Date: Enter date departmental representative signs 150 for the Director of Human Resources Development.</li> </ul> <p>NOTE: Other fields may be affected, but these are the key fields affected by the conversion of a position from civil service to exempt.</p>

### When Type of Action = E/C

Follow these steps to maintain the position number on a position that's being converted from exempt to civil service on the Position Track 1 panel when Type of Action = E/C. (Completion of the Position Track 2 panel is optional.)

*Note: The E/C action and the classification action can be entered at the same time. However, you are not able to complete the E/C action until the classification action has been completed. The effective date of E/C action is the same effective date as the classification action (e.g., DCN, CSN, or CNP).*

Tracking for the DCN, CSN, or CNP action is also required.

Step	Field	Action
1		Click on the Update/Display All button and a dialog box will appear. Enter the position number in the <b>Position Number</b> field and click OK.
2		In the Position Track 1 Panel, hit tab to get into the Type of Action field.
3	Type of Action	Click on the Insert Row button or hit F7 to insert a row.
4	Type of Action	Enter or select <b>E/C</b> from the drop-down box in the <b>Type of Action</b> field. This is a required field. Tab to the next field.
5	Req. Recvd Date	The system will default the current date in the <b>Req. Recvd Date</b> field. If this is not the date the request was received or initiated at the Departmental Personnel Office, enter the correct date. This is a required field. Tab to the Action Effdt field.

6	Action Effdt	<p>Enter the effective date of the action in the <b>Action Effdt</b> field.</p> <p>NOTE: The effective date for the E/C action is the same date as the effective date for the classification action (e.g., DCN, CNP, or CSN).</p>
7	SF-1	Enter the date the SF-1 is signed by the Department Head or authorized representative in the <b>SF-1</b> field.
8	Dept. Classifier	Enter the initials of the department classifier assigned to the action in the <b>Dept. Classifier</b> field.
9		<p>Click on the Save button to save the record.</p> <p><b>DO NOT CONVERT</b> EXEMPT POSITION UNTIL THE CIVIL SERVICE CLASSIFICATION ACTION HAS BEEN COMPLETED.</p> <p><b><u>Key Position Data fields affected by E/C Conversion:</u></b></p> <ul style="list-style-type: none"> <li>• Effective Date</li> <li>• Exempt/Civil Service Radio Buttons: Change from Exempt to Civil Service.</li> <li>• Job Code: Change from Exempt Job Code to Civil Service Job Code.</li> <li>• Action Reason: Change from UPD to NEW.</li> <li>• Location Code: If code is an island code, change to 4-digit geographic location code, as appropriate (e.g., change OAH to 0204).</li> <li>• Comments: Don't forget to enter E/C after the classification action code (e.g., DCN; E/C).</li> <li>• Authorized Level: Change from Exempt Job Code to Civil Service Job Code.</li> <li>• Authorized Effective Date: Effective Date for the position's civil service classification action.</li> </ul> <p>NOTE: Other fields may be affected, but these are the key fields affected by the conversion of a position from exempt to civil service.</p>